

At 6:00 pm the Board's meeting came to order in the basement meeting room at the Fremont Town Hall. Present were Selectmen Brett Hunter, Greta St Germain and Annmarie Scribner and Town Administrator Heidi Carlson.

Selectmen reviewed the mail folder and the folder of bills and invoices for payment next week, as well as the current week manifests.

Members then began reviewing budgets for final recommendations.

4130 Selectmen's Office: With the majority of items aside from wages already recommended, the Board resumed discussion of the evaluation process. It was decided to budget for 3.5% increases for Selectmen's Office staff and use of the funds would be dependent on the pending evaluation process.

A change was made to the amount budgeted for the four printed newsletter editions given a revised quote from the current printer. The amount was increased to \$2,192 to cover four print editions, which will be planned quarterly. Selectmen said that Virtual Town Hall will set up an e-subscribe function on the new website, for residents to use.

A motion was made by Scribner and seconded by St Germain to recommend a total of \$95,852. The vote was unanimously approved 3-0.

Police Chief Neal Janvrin came into the meeting at 6:45 pm.

4140 Election & Registration: The Board reviewed the submission, and discussed it with Chief Janvrin as he was in the room at the time. Carlson advised that Moderator Rydeen had phoned yesterday asking if the Town had received any notification of the definite Primary date. He had not received anything to date but Janvrin offered today it was tentatively set for January 10, 2012. Rydeen said that he did not know if the State could move the phone line in that time.

This led to discussion about who was going to request the State move the line, with no final determination. Carlson understood that the Town Clerk had handled it, and Janvrin said he would further check into it. Janvrin does not feel it can be held at the Complex in January due to space needs and inability to store fire trucks outside in the freezing weather. Carlson will also check with the Town Clerk about the phone line.

With no further discussion on the budget, Scribner moved to recommend \$15,780 for Election & Registration. St Germain seconded and the vote was approved 3-0.

At 7:00 pm Selectmen met with Police Chief Neal Janvrin. A motion was made by Scribner to enter non-public session pursuant to NH RSA 91-A:3 II (c) to discuss a personnel matter. St Germain seconded and the roll call vote was approved Scribner – aye; St Germain – aye; Hunter – aye.

At 7:10 pm Scribner moved to return to public session. St Germain seconded and the vote was unanimously approved 3-0.

At the recommendation of the Chief and Deputy Chief with the report and findings presented to the Board, it is in the best interest to support the recommendation to terminate an employee based on the investigative report and associated findings. The vote was approved 2-1.

Chief Janvrin left the meeting at 7:25 pm.

At 7:30 pm Andy Kohlhofer came in to the Board's meeting with School updates. He indicated that the school budget is well in progress, and that they are down 40 students over last years enrollment.

He said that Bill Lander is meeting with Joyce Booker-Janvrin regarding electrical needs to work on the generator grant.

He said the School Board wanted to be part of the Capital Improvements Planning process which is pending with the Fremont Planning Board.

Kohlhofer will discuss the phone line installation at the school and the change in date of the NH Primary possibly to January 10th with the School Administration.

There was discussion about other items that the Town and the District may be able to work collectively on, such as computer purchases, the oil contract and the pending RFP for electricity.

There was discussion about the tax rate changes for 2011. Scribner also shared information about bond refunding, which may also be an option for the District's remaining construction bond.

Kohlhofer said that test scores are up over last year and there have been some improvements in atmosphere. He said the School Board has renewed Bill Lander's contract as well, and that they are discussing cooperative efforts.

At 7:45 pm John Hennelly and Eric Abney met with the Board to discuss the proposed Library budget. A spreadsheet of expenditures to date was distributed to Board members and to the Trustees.

Trustees indicated they have hired a new director who is due to start in early November. They are planning to pay \$13.00 per hour for 30 hours per week.

Trustees said they have taken money off the book budget to offset the increase in wages needed to cover the additional director hours.

There was some discussion about the Trustees plan to work on updating job descriptions for all library positions. Carlson will email out the job descriptions on file, as well as the employee evaluation forms currently being used by the Selectmen.

Trustees said they also want to get some new adult programming at the library, to expand on other age groups. There was a review of the budget as submitted, including the wages and maintenance items, including the water systems. The most recent set of water tests came back all absent of bacteria.

After review of the budget, Scribner moved to recommend \$112,682 for the Library. St Germain seconded and the vote was approved 3-0.

Abney and Hennelly left the meeting at 8:00 pm.

At 8:00 pm Graham Bacheller of Lincoln Investment Planning met with the Board to discuss options for an improved retirement program that meets all of the current IRS reporting regulations.

He explained the proposal for potential plans as they have been put together, including a 457 plan for employee contributions; and a 401 (a) plan for the Town contribution. The area that has been difficult to resolve, is an appropriate mechanism, funding, and reporting format for the Fire Rescue Department LOSAP retirement contributions.

Bacheller said that they had waived all fees for the 457 plan, but that a \$300 administrative charge would be in place to administer the 401 component of the plan. In response to Board questions about the fees and what they cover, Bacheller said he will check on the fees and what it includes and how that works.

He explained that the retirement program is administered by Security Benefit and that Lincoln Investments does the interaction with members and their particular investment needs.

Selectmen thanked Bacheller for his time and he left the meeting at 8:20 pm.

OLD BUSINESS

1. Selectmen reviewed the minutes for 13 October 2011 and 20 October 2011. St Germain moved to approve minutes of October 13 as amended. Scribner seconded and the vote was approved. Minutes for October 20th were deferred pending the Board's further review.
2. Personnel Policy work was deferred to the next meeting, which is slated for a work session.
3. Selectmen deferred action on an Intent to Cut for Parcel 06-020.001. The Board discussed that this cut is in violation of prime wetlands and a Conservation Easement that is in place.
4. Selectmen discussed the North Road stonewall and their desire to have Steve Tomasz complete this work as soon as possible. The Board asked for Carlson to call him tomorrow and ask about his schedule and urge him to get back to finish this work as soon as possible, especially in light of the impending snow storm.
5. Selectmen reviewed and signed a contract with Virtual Town Hall for website design.
6. Selectmen had looked at the DayStar recommendations for the Police & Fire Rescue Department. Carlson will ask the two Department Heads what items they would like to do first, and see what can be done yet this fiscal year.
7. Selectmen signed updated snowplow agreements for Pitkin Construction and K P Electric.
8. Selectmen stipends for the 2011 budget year will remain as budgeted with a \$500 stipend for the Chairman, and the new 2012 budget will reflect equal shares to each of the Selectmen.

4210 Police Department: The Board had reviewed this budget at other work sessions, and had a few final discussions this evening. This included reviewing the matrix to ensure that the numbers were updated.

The Board clarified that the clerical wages includes the regular wages for the Administrative Assistant and three weeks of vacation time for a fill-in to cover.

The Board reduced the new officer training (line 4210207) to \$4,208.

With no other changes, motion was made by Hunter and seconded by St Germain to recommend a total of \$406,690 for the Police Department operating budget. The vote was approved 3-0.

4520 Parks & Recreation: Selectmen reviewed the submitted budget and discussed the large amount of money appropriated for 2011 which has not yet been spent. Carlson indicated that many of the fall improvements cannot be done until the fall soccer season is completed, which should happen in early November.

With discussion about the line items and comparisons to past years expenses, the Board made recommendations to line items to align with the 2011 default budget of \$42,553. Motion was made by Scribner and seconded by St Germain to recommend a total of \$42,553 for Parks & Recreation. The vote was approved 3-0.

4155 Personnel Administration: The Board discussed health and wellness of the Town's employees and volunteers. Hunter said that the Fire Rescue Department also discussed provisions for setting up more of a gym, and had looked into potential wellness grants through NH LGC, which are available (depending on circumstance and funding availability) to some members. The Town currently uses LGC for property-liability insurance and health insurance coverage.

Carlson reviewed the budget proposal for 2012 including the health insurance renewal rates and a calculation that includes one less full-time employee. The dental insurance rates have been estimated to date; and the workers compensation invoice was included in the detail presented. The largest increase to the budget was the cost increases in NH Retirement which have been shifted to the Town.

With the new wages recommended by the Board, the FICA and Medicare amount was recalculated. With all information included, the budget totals \$222,498. Motion was made by Scribner and seconded by St Germain to recommend a total of \$222,498 for Personnel Administration. The vote was unanimously approved 3-0.

NEW BUSINESS

1. Selectmen reviewed the payroll \$22,313.91 and accounts payable manifest \$56,413.67 for the current week dated 28 October 2011. Motion was made to approve the manifests by Scribner and seconded by St Germain. The vote was unanimously approved 3-0.
2. The Planning Board has submitted a recommendation for Chris Silk to be appointed as an Alternate to the Fremont Planning Board. Selectmen reviewed the Board's letter and a motion was made by Scribner and seconded by St Germain to appoint Chris Silk for a three year term to March 2014 as a Planning Board Alternate.
3. The Planning Board also submitted a recommendation of Donald Marshall for appointment as a Commissioner to the Rockingham Planning Commission. Motion was made by St Germain and seconded by Scribner to appoint Donald Marshall for a four year term as a Rockingham Planning Commissioner for Fremont.
4. Selectmen reviewed and approved the Cooperage Forest Escrow manifest # 2011-004 CFE. It was forwarded to the Treasurer for preparation of checks.
5. A revised contract from Freedom Renewable Energy was received for the Safety Complex solar panel hot water system installation grant work. The Energy Committee met at 8:00 pm this evening, and had reviewed the contract, which was presented with the original bid amount (after discussion about the increased price of copper). Selectmen signed the contract.
6. Selectmen signed the 2011 Second Issue Tax Warrant in the amount of \$5,052,798.00. Carlson notarized the document.
7. Selectmen reviewed a Right of Way petition submitted by Matthew Jensen, submitted in accord with a NH Timber statute, RSA 231:40 through 231:42. The petition asks for right-of-way and roadway improvements to Shirkin Road and the rangeway.

The Board suggested that Jensen contact all of his abutters and attempt to access the land in that fashion, if only for timber harvest provisions.

The Board reviewed the map and noted prime and other wetlands as a potential access problem as they lie across the front and back of the property.

8. At the request of the Town Clerk, who has been out due to family illness, Carlson asked the Board about the budget hours for the Town Clerk's clerical assistant. The Clerk has asked if the Selectmen would consider reallocating the balance of \$375 from Deputy Town Clerk to cover additional hours worked by the clerical assistant. After some discussion, the Board suggested that she take it from the Clerk's salary line item to cover time not worked by the Clerk and that had to be worked by the clerical assistant.

9. Carlson discussed the Wreaths across America project, being undertaken in Fremont this year by the People's United Methodist Church. The date is December 11th and there are wreaths placed on monuments and graves across the country at the same time of day (in this time zone, it would be at noon). Gerry Tilly is the coordinator with others from the PUMC and has asked about placing a wreath on the soldier's monument at the Fremont Town Hall. Carlson had suggested in conversations with Tilley that this event be combined with a Veteran event of some kind as there is not one taking place at Veteran's Day.

Selectmen were supportive of this effort and details will continue to be worked out.

10. Carlson advised the Board that the Human Services Coordinator would not be returning from her sick leave, to tend to her health. A replacement will be sought through the municipal managers network, and posted if needed.

11. Selectmen reviewed the 2011 Tax Rate Release Information as prepared and found the contents satisfactory. We await the response from Bonnie Sandstrom with the School District data on the tax rate increase. The 2011 rate is \$27.27 per thousand.

12. Selectmen discussed leaving the Seacoast Farms case open pending a review of the potential site plan non-compliance issues.

Selectmen discussed regionalization of services such as police, and referenced a town that was combining services with the county sheriff's department. The Board felt that co-opping of services would increase in the future for economic reasons.

Scribner asked for a spreadsheet of line item transfers to be prepared.

NEXT WEEK

The next regular Board meeting will be held on Thursday November 3, 2011. It will be a work session. Every other meeting (ie: November 3, 17) will be a work session with no appointments or other business scheduled.

With no further business to come before the Board, motion was made by Scribner and seconded by Hunter to adjourn the meeting at 10:10 pm. The vote was unanimously approved 3-0.

Respectfully submitted,
Heidi Carlson, Town Administrator